

**TOWN OF WILLIAMSPORT  
MAYOR AND COUNCIL MINUTES  
WORKSHOP  
August 6, 2012**

A Workshop meeting of the Williamsport Mayor and Council was held on August, 2012, at the Williamsport Town Hall in Williamsport, MD at 6:30 p.m.

In attendance were:

Mayor James G. McCleaf II  
Asst. Mayor Tony Drury  
Councilwoman Joan Knode  
Councilman Bill Green  
Councilman James Kalbfleisch  
Councilwoman Maya Haines

Also attending Town Clerk Donnie Stotelmyer

Mayor James G. McCleaf II called the meeting to order.

**Guests**

Mayor James McCleaf introduced town resident Scott Bragunier. Mr. Bragunier had submitted a grant through the Heart of the Civil War Heritage Area. The Town of Williamsport was awarded a grant up to \$23,160.00 for rehabilitation of Doubleday Hill and self-guided tours of Civil War sites. Mr. Bragunier explained to the Mayor and Council the following conditions apply to the grant award: the Bunker execution work must be completed by a qualified archeologist and cannot, therefore, be used as a match funds, may be used for signage and cannon carriages.

**Doubleday Hill Project Overview and Request**

**Original Project:**

- Place the three original Doubleday Hill cannon tubes onto newly manufactured carriages. 2 being made of metal and 1 made of wood along with 1 limber and ammo box. Permanently place the two metal carriages w/ tubes on Doubleday Hill and use the wooden carriage for display, demonstration, and education throughout the area.
- Install new steps and railing up the side of Doubleday Hill to allow for tourist access
- Design and install 10 interpretive signs throughout the Williamsport limits highlighting historical events that took place in the Williamsport area during the Civil War
- Establish, create, and publish a Civil War tour guide to be available to guests of the town
- Restore or Rebuild the original ammo bunker (mound) on Doubleday Hill

**Benefit:**

By making the most recognizable Civil War landmark in Williamsport more authentic and by providing tourists with descriptive and interpretive signs throughout the area we, for the first time, will be able to give an enhanced Civil War educational experience to our citizens and tourists that will take them through a time period ranging from the beginning to the end of the Civil War period. We will also be able to now accurately portray a Civil War battery that was located in our town by showing original carriages, original location, and hopefully be able to

**Total estimated cost for the project was \$84740**

**Williamsport's match would have been \$42370.**

**Williamsport's budget for the project \$40000**

**Grant Reward \$23160**

**Total Available for project is \$46320**

The Maryland Department of Planning was the source of this grant program and they are 50/50 match grants. We submitted our grant through the Heart of the Civil War Heritage Area. Our grant went through 4 different reviews before a final decision was made and here was the result:

-Grant reward of \$23,160

-No grant reward if any digging is done to the ammo bunker due to its possible archeological significance.

-By removing the ammo bunker they removed a large portion that could have been used towards our match so we took a hit on this.

-The Department of Planning "figured" that we would do a lesser project but that's not what we have in mind.

### **My plan and request:**

To do the project the "Right" way, here's what would need to happen and here's what I need from the Council.

Allow me to place the order for the 2 metal carriages and wooden carriages  
\$46740

Allow the creation and installation of the 10 signs  
\$10000

Allow the installation of steps  
\$2500

Allow the design, printing, and distribution of the tourist maps  
\$500

Total Project Cost	\$59740
Original Funds from both the grant and what the town match would be	<u>\$46320</u>
Difference needed by the approval of the Town Council	\$13420
Total town financial commitment to the project would be	\$36580
Difference from the project budget and project cushion.	\$3420

### **Unfinished Business**

Mayor James McCleaf explained to the Council Town Attorney Ed Kucyznski is currently working with Julie Pippel on a watershed implementation resolution. Once Town Attorney Ed Kucyznski completes the resolution for the watershed implementation plan it will be presented at an upcoming regular scheduled Council meeting.

### **New Business**

Mayor James McCleaf informed the Council that Breast Cancer Awareness of Cumberland Valley Inc. is requesting permission to tie pink ribbons on the parking meters, utility poles and trees along the main thoroughfare in Williamsport. The Park in the Pink Awareness ribbons will be placed Monday, October 8, 2012 by their volunteers. The Park in the Pink Awareness Campaign is held in conjunction with their pink ribbon events held during Breast Cancer Awareness Month. Mayor McCleaf stated this would need to be approved at the next scheduled Council meeting.

Mayor James McCleaf informed the Town of Williamsport was awarded a grant up to \$23,160.00 from the FY 2013 Maryland Heritage Areas Authority Financing Fund for rehabilitation of Doubleday Hill and self-guided tours of Civil War sites. Mayor McCleaf also stated that they would need to vote on accepting the grant award at the next scheduled Council meeting.

Town Clerk Donnie Stotelmyer reviewed with the Mayor and Council the Utility Fee Schedule for the Town of Williamsport and local municipals for water and sewer connection fees. Town Clerk Donnie Stotelmyer informed the Council that the current rates that are being charged are extremely low compared to other municipalities. The Town of Williamsport Planning and Zoning Commission have made the following recommendations for review and approval.

During the course review, it was found that Williamsport fee of \$1000.00 does not reflect present costs. Thus, we have made contact with some of the surrounding Municipalities, and a table of fee(s) is listed below.

#### **Utility Connection Fee(s):**

<u>Boonsboro</u>	<u>Clear Spring</u>	<u>Funkstown</u>	<u>Hagerstown</u>	<u>Average</u>
Water	\$6,500.00	\$3,300.00``	\$3,000.00	\$3,265.00
	<u>\$5,537.50</u>			
Sewer	\$11,000.00	\$3,300.00	\$3,000.00	\$4,850.00
	<u>\$4,325.00</u>			

After review of our fee recommendation at the Town Work Session Meeting (8/6/12), the Major and Council asked that we consider whether it is applicable to designate between commercial and residential rates. The Planning and Zoning Group discussed this option and would agree that a differential between Residential and Commercial should be considered.

The Planning and Zoning would recommend that a **Water Connection fee of \$3,200.00** and a **Sewer Connection of \$3,400.00** be considered for residential connections. This would be the approximate average excluding the Boonsboro listed fee. There is no electrical connection fee include for any of the Municipalities, but we would recommend that **Meter cost** be considered as part of a **CFI** charge be added to residential or commercial permit. In addition, we would suggest that slight increase be applied to all commercial applications.

	Water Connection	Sewer Connection
Residential	\$3,200.00	\$3,400.00
Commercial	\$4,000.00	\$4,000.00

### **Citizen Participation**

Pastor Tom Perry, town resident and Canal Association member, informed the Mayor and Council that he and his association are willing to assist the Town to support any and all restoration projects for the Town of Williamsport. Mr. Perry that they want to support our community and they want to be involved.

Councilman Jim Kalbfleisch commented that he loved Williamsport's Bike Night - it's a great event and he loves the Town hosting this event. He raised concerns that vehicular traffic was gaining access behind the stage area during the event. He suggested designated parking areas for band members and/or special guests that are attending this event. Councilman Bill Green agreed with Councilman Kalbfleisch concerns and these issues would be addressed at next year's event.

Town resident Walter Williams questioned the Mayor and Council as to whether or not the Town was going to employ a new parking meter attendant. Mayor McCleaf informed Mr. Williams that he and Councilman Green are currently reviewing applications and a new attendant should be hired in the very near future. Mr. Williams also questioned the Mayor and Council if the Town's street sweeper in the process of being repaired. Town Clerk Donnie Stotemyer informed Mr. Williams the parts for the street sweeper have been ordered and once received repairs will be made.

Town resident Ken Lafferty raised concerns with the Mayor and Council about property owners parking their cars in front of their residences that there is an ordinance in place that vehicles must be moved every 24 hours.

Asst. Mayor Tony Drury made a motion to move into Executive session, seconded by Councilman Jim Kalbfleisch with all voting in favor.

Meeting Adjourned

Respectfully submitted,

Donnie Stotemyer  
Town Clerk, Town of Williamsport